

**Gateway Academy School Board Meeting Agenda**  
**Thursday, January 20, 2022, 7:00 PM – 9:00 PM**  
**Location: Gateway Preparatory Academy, Cedar City, UT (Library)**

**Mission Statement:** *Our mission is to provide children an individualized education emphasizing practical life skills and demonstrations of student learning in a safe, respectful, and supportive environment*

Agenda Items	Presenter	Materials/Notes	Time
Call to Order	Brittany Jensen		1 min
Public Comment	Public Attendees	Limit to 3 min each	5 min
Consent Calendar	Brittany Jensen	December 8, 2021 Board Meeting Minutes January 20, 2022 Agenda	3 min
Exhibit A review	Brittany Jensen		10 min
Board Training: Board recruiting	Brittany Jensen		10 min
Operational Report Discussion: Specials Schedule	Chris Kupfer Erin Waldman		25 min
Finance Report	Ada Munk		10 min
FY2021 Single Audit	Audit Committee/Ada Munk		10 min
990 form review	Ada Munk		5 min
Finance Procedures Review	Ada Munk		10 min
2022-2023 School Fees Hearing	Aimee DiBrienza		5 min
<b>Action Items:</b>			
Bank Account Change Proposal	Ada Munk/MACU Rep		10 min

School Website Improvement	Ada Munk		10 min
Membership policy	Chris Kupfer		10 min
Site-specific license approval	Ada Munk		5 min
<b>Discussion:</b>			
Executive director hiring committee update	Brittany Jensen		5 min
<b>Executive Session:</b> <i>to discuss the character, professional competence, or physical or mental health of an individual</i>			

#### Rules of Procedures:

- All meetings are open to the public and the public is welcome to attend.
- The agenda of each upcoming meeting with draft minutes of the prior meeting will be made available to all council members at least 24 hours in advance, will be posted on the school website and made available in the main office. The agenda will include the date, time and location of the meeting. If School Land Trust is on the agenda, the agenda will be posted 1 week in advance.
- Minutes will be kept of all meetings, prepared in draft format for approval at the next scheduled meeting.
- The board will prepare a timeline for the school year that includes due dates for all required reporting and other activities/tasks that the council agrees to assume or participate in. The timeline will assist in preparation of agendas to be sure the council accomplishes their work in a timely manner.
- The council consists of the governing board of Gateway Preparatory Academy (5/7 parents) as well as the school director.
- The chair conducts the meetings, makes assignments and requests reports on assignments. In the absence of the chair the vice-chair shall conduct meetings.
- The board must have a quorum to vote. A quorum is equal to a majority of board members.
- The board completes a Conflict-of-Interest form annually and the board will follow the conflict of interest policy.
- Meetings shall be conducted, and action taken according to very simplified rules of parliamentary procedure as required in 53G-7-1203(10). Council actions will be taken by motions and voting with votes and motions recorded in the minutes.

#### Public Comment Procedures:

- Comments are limited to 3 min per individual,
- Personnel matters cannot be addressed during public comment,
- All public comment materials should be shared with the board of directors at least 24 hours in advance,
- The preferred communication method with the board is email: [board@gpacharter.org](mailto:board@gpacharter.org), and
- No board action can be taken on topics addressed during public comment and that are not listed as an action item on the meeting agenda.